

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE78522925

DATE POSTED: 02/28/22

POSITION NO: 242965

CLOSING DATE: 04/08/2022 by 5pm

POSITION TITLE: Head Start Paraprofessional

DEPARTMENT NAME / WORKSITE: DODE / NAVAJO HEAD START / TORREON, NM

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BT60A</u>
WORK HOURS: <u>40 hrs. / week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>37,959.84</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input checked="" type="checkbox"/> DURATION : _____	\$ <u>18.18</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

The incumbent works closely with the Head Start Teacher by assisting and maintaining a classroom environment grounded on age-appropriate best practices in Early Childhood; coordinates with Health and Nutrition team to schedule health screenings, assists with fire drill evacuation, monitors children during transport to and from Head Start centers, supervises children in the classroom, school yard, bus route, and educational field trips, assists the teacher with parent-teacher conferences; implements individual plans for each child as identified by the Head Start Teacher in developmental and culturally appropriate activities on materials; participates in home visits introducing and explaining the program's purpose to recruit eligible children; assists in records update and maintenance concerning growth, health, behavior, and progress of each child; provides information to parents concerning child's development, engages in coordinating program plans with Head Start Center staff and in planning and conducting the following activities; educational field trips, parent involvement, volunteer recruitment, make classroom materials or obtain equipment appropriate to developmental needs of children. Prepares and cooks food appropriate for children served, family style dining, delivery of food and services; assist children in maintaining physical hygiene; changing diapers, potty-training and usage, changing of clothing and other necessary action to meet federal, state, tribal childcare requirement. Advocates for child safe environment by protecting, safe-keeping and securing child from abuse, neglect and other ageless/harmful act.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and a minimum of 45 college credit hours leading to an education degree.

**Special Requirements:**

- Possess a valid Driver's Licenses and Food Handler's Permit.
- A favorable background investigation. Incumbent must obtain a physical examination, a First Aid Certificate, Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of hire.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of the Head Start Performance Standards, Navajo Nation federal, state, and local laws relative to position responsibilities; child development, as applicable to the age of children to be served, in all domains represented on the Head Start Child Development and Early Learning Framework; educational concepts, principles, theories and applications; early childhood assessment and educational activities based on current and relevant research; health and safety practices applicable to the age of children to be served; ability to nurture, motivate, teach, and influence children 3 to 5 years of age; work extended and flexible work hours; understand and communicate in the Navajo and English language.

*THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.*